

## **Instructions for Running Court Calendar In CM-ECF**

Select **Reports**

Select **Calendar Events**

In the **Office Box**, highlight all four divisions.

In the **Calendar Events Box**, highlight “*All Hearings, No 341*”

Enter the date(s) you wish to run the calendar for.  
(You do not need to enter an end date if it's the same as the beginning date.)

Select **Run Report**.

Selecting the above criteria will give you a complete list of hearings for the Court, excluding any 341 hearings that might be scheduled on the same day.\*

\* You may also customize the report by selecting a specific division, chapter, or type of hearing.